

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 8 February 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #6  
2 February - 8 February 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) Enrollment in Clerical Induction Training for the week of 1 February was 45 students; in Clerical Orientation there were 20 enrolled.

(2) On 6 February, [ ] began two weeks of training in the Basic Supervision Course, and [ ] began three weeks of training in the Basic Orientation Course.

(3) A special typewriting course for translators was begun in the Foreign Documents Division at [ ] Building on 7 February. Mrs. [ ] will conduct this class for one hour a day, four days a week, through 23 March 1956.

b. Orientation and Briefing

(1) The CIA Introduction was conducted on 2 February with an audience composed of 80 CIA employees.

(2) The seventeenth CIA Review was conducted on Tuesday, 31 January, with an audience of 33 persons.

(3) The Chief, OB, presented the second program to the Mid-Career Group of the Department of State on Friday, 3 February. Twenty were in attendance.

(4) On Monday, 6 February, the twelfth Dependents' Briefing Program was begun, with an audience of 33.

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(5) Upon receipt of official word that the memorandum to the Strategic Intelligence School, regarding guest speakers, had been signed by the Acting Director of Training, letters were released to the individual speakers which, in each instance, gave them confirmation of their agreement to address the next Class at the SIS.

(6) The official request which came to CIA from the National Security Agency asking for the lecturing services of the Chief, OB, was responded to in the name of the Director by the AD/OCI, Mr. Huntington Sheldon.

c. Management Training

(1) Basic Supervision #14 ended on 3 February with 18 students completing the course. Basic Management #21 also ended on 3 February with 20 students completing the course. This was the first time that the two courses were run simultaneously, and this was possible only because of the following factors: [ ] gave lectures and other assistance in both courses; extra storage space and classroom facilities were obtained in Room 130, [ ] extra books were bought for these presentations; and much time and effort was spent by the two Chief Instructors in an effort to dovetail time and combine facilities such as instructors, films, or books, so that neither course would suffer in continuity or internal organization.

(2) Basic Supervision #15, for GS-9 through GS-11, began on 6 February. 18 students (course maximum) were scheduled, representing O/DCI - 1; DD/P - 1; DD/S - 7; and DD/I - 8.

(3) Final briefing for the participants in the ORR Management Conference is scheduled for 1500 hours, 21 February. [ ] will conduct the briefing on [ ]. There are 17 participants, including [ ], the Conference leader.

(4) We are working on a plan for [ ] to take a short full-time course in management and/or supervision this coming summer. Such external training is forecast in her five-year Career Plan. Among the institutions whose courses in this field warrant consideration are Stanford, Cornell, Harvard, and Columbia.

d. Basic Orientation

(1) Basic Orientation #26 began on Monday, 6 February, with an enrollment of 82 students. The composition of the class is as follows: DD/I - 46; DD/P - 11; DD/S - 20; DCI (Cable Sec.) - 2; D/State - 1; and NSA - 2.

(2) [ ] is presently investigating the matter of declassifying the American Thesis handbook used in Basic Orientation. The Office of Security has indicated that no security problems are involved. [ ] is investigating the problem of copyrights.

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25X1 (3) [ ] addressed a group of Army enlisted men at Fort McNair on Tuesday, 7 February, as part of the Information and Education program for the Headquarters Detachment. His subject was "Defense Against Enemy Propaganda." He will repeat this presentation on Thursday, 9 February, for a second group.

25X1 (4) [ ] participated in a surveillance problem for the Operations Support Course on Tuesday, 7 February.

25X1 (5) [ ] joined the Basic Orientation Staff on Friday, 3 February. He was enrolled in Basic Orientation #26.

e. Administrative Training

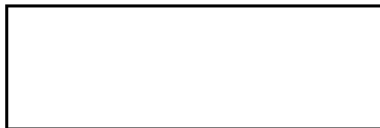
25X1 (1) [ ] Chief of the Safehouse Branch, Real Estate and Construction Division of the Office of Logistics, has presented the lecture on "Procurement of Safehouses" to the Operations Support Course since it was initially established. While [ ] has always been very well received by students, there was a need for an extension of his coverage to include field situations. [ ] suggested that 25X1 [ ] of his office, begin supplementing the present 25X1 coverage with 15 to 20 minutes spent in pointing out the variations that occur in a field situation. [ ] is qualified by virtue of several real estate inspection trips to the field, and a recent complete inspection of [ ] 25X1

25X1 (2) [ ] briefed 25X1 [ ] on the handling of Green List checks. This included the 25X1 needed information, form used, procedures and controls followed by the Area Divisions and [ ] This information will be included in the Name Check lecture, presented in both Operations Support and Administrative Procedures, and is being sent to the Operations School.

f. Personnel Notes

25X1 (1) [ ] is spending a week in Bermuda.

25X1 (2) [ ] became the proud mother of twin daughters on Tuesday, 7 February.



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